



SETTLED 1870 · INCORPORATED 1986

Case No.: SPR-  
For Official Use Only

Application Fee: \$ \_\_\_\_\_  
For Official Use Only

Engineering Review Fee: \$ \_\_\_\_\_  
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# SITE PLAN APPLICATION

(Rev 5/17)

The following information and submittals are necessary in order to process your request for a Site Plan approval. An incomplete application submittal will not be accepted for processing. **SITE PLAN APPROVAL IS FOR ON-SITE IMPROVEMENTS ONLY.**

Site Plan Application Submittal Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Assessor's Parcel No. (s): \_\_\_\_\_ Current Zoning District (s): \_\_\_\_\_

Parcel Address: \_\_\_\_\_ Size Of The Subject Parcel: \_\_\_\_\_

Brief Description Of Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant:** \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Owner:** \_\_\_\_\_

Owner Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Single Point Of Contact For All Formal Communications:**

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Certification:**

I, (print name) \_\_\_\_\_, hereby certify that I am the owner, or owner's designated representative, of the property involved in this application and that I have read and examined this application and the attachments, and know the same to be true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **SUBMITTAL REQUIREMENTS CHECKLIST**

## **SECTION A. GENERAL APPLICATION REQUIREMENT** (to be provided by the Applicant):

The following items shall be provided on the Site Plan or as an attachment thereto:

- | <input checked="" type="checkbox"/> | <b><u>No.</u></b> | <b><u>Requirement</u></b>   |
|-------------------------------------|-------------------|---|
| ___                                 | 1.                | The Appropriate Completed Application Form.   |
| ___                                 | 2.                | The Appropriate Application Fee.  |
| ___                                 | 3.                | Proof Of Ownership (Recorded) Or Letter Of Authorization.   |
| ___                                 | 4.                | A List Of The Maricopa County Assessor's Tax Parcel Numbers And Mailing Labels With The Names And Mailing Addresses Of The Owners Of All Properties Within Five Hundred (500') Feet Of The Subject Property. <i>The Applicant Is Responsible For The Accuracy Of This List.</i>   |
| ___                                 | 5.                | A Native Plant Survey And Native Plant Assessment.  |
| ___                                 | 6.                | Three (3) Folded Full Size Copies Of The Site Plan. <b><i>Additional copies will be required prior to Public Hearings.</i></b>  |
| ___                                 | 7.                | One (1) 8 ½" X 11" Copy (PMT) Of The Site Plan.   |
| ___                                 | 8.                | One (1) 8 ½" X 11" Vicinity Map (PMT) Showing The Property's Location, Including The Street Address.  |
| ___                                 | 9.                | If The Applicant Is Not The Sole Owner Of The Subject Property; The Application Must Contain Written Authorization To Submit The Application From All Owners Of Record Of The Subject Property.   |
| ___                                 | 10.               | A Statement (Narrative) Indicating How The Proposed Site Plan Will Meet The Requirements Of The Site Plan Review Criteria.  |
| ___                                 | 11.               | A Grading & Drainage Plan Including But Not Limited To The Following: <ul style="list-style-type: none"><li>___ A. Waterways And Washes On And Adjacent To The Site.</li><li>___ B. A Floodplain Analysis.</li><li>___ C. The Drainage Plan Is To Be Completed And Certified By An Arizona Registered Engineer.</li><li>___ D. A Plan Profile Showing The Slope And Length Of The Steepest Slope Of All Driveways.</li><li>___ E. A Lot-Grading Plan Showing The General Direction Of Drainage And Existing And Proposed Topographic Elevations At All Proposed Floor Levels And All Existing And Proposed Drive Entries. In Addition, An Existing And Proposed Topographic Map At Two (2) Foot Intervals Of The Entire Parcel May Be Required.</li></ul> |

- \_\_\_ 12. A Detailed Landscaping Plan Identifying All Existing Major Trees And Cacti Along With A Revegetation Plan For All Disturbed Areas.
- \_\_\_ 13. Provide A Letter Signed By The Town Engineer Approving Town Sewer Service To The Site Or Letter Certified By An Arizona Registered Engineer Indicating That The Site Will Support An On-Site Wastewater Treatment System.
- \_\_\_ 14. A Letter Of Serviceability Signed By The Cave Creek Water Company Verifying Water Service To The Site.
- \_\_\_ 15. A pdf (or similarly formatted) copy of the submittal documents above.

**SECTION B.**      **SITE PLAN REQUIREMENTS** (to be provided by the applicant):

- | √   | <b><u>No.</u></b> | <b><u>Requirement</u></b>   |
|-----|-------------------|---|
| ___ | 1.                | The Site Plan Shall Contain, At A Minimum, The Following General Information: <ul style="list-style-type: none"> <li>___ A. The Address Of The Parcel (S)</li> <li>___ B. The Assessor's Parcel Number (S)</li> <li>___ C. The Existing Zoning</li> <li>___ D. The Proposed Lot Coverage (%)</li> <li>___ E. The Lot Size (Square Footage)</li> </ul> |
| ___ | 2.                | The Legal Description Of The Property   |
| ___ | 3.                | A North Arrow, Date Of Plan, Date Of Plan Revision, Drawing Scale.  |
| ___ | 4.                | The Site Plan Is To Be A 24" X 36" Black Line Print With Property Dimensions At A Scale Of Not Less Than 1" = 20'.  |
| ___ | 5.                | A Drawing Legend Showing Line Type, Symbols, Etc.   |

**SECTION C.**      **SITE PLAN IMPROVEMENTS** (to be provided by the Applicant):

The Site Plan shall further contain the following information related to site improvements both existing and proposed:

- | √   | <b><u>No.</u></b> | <b><u>Requirement</u></b>  |
|-----|-------------------|--|
| ___ | 1.                | The Finished Floor Elevation Of All Existing And Proposed Structures.  |
| ___ | 2.                | The Average Slope And Length Of The Steepest Portion Of All Driveways.   |
| ___ | 3.                | The Building Footprint Of Each Existing And Proposed Structure And Of Each Patio And Pool Area Along With The Related Square Footage Of Each And Their Dimensions From All Property Lines. |

- 4. The Locations Of All Existing And Proposed Utility Lines, And Septic Tank Or Sewage Disposal Areas.
- 5. The Location Of All Existing And Proposed Buildings (Including Square Footage), Signs, Fences And Walls.
- 6. Show Drive Accesses, Driveways, Access Roads, Parking Spaces, Off-Street Loading Areas, And Sidewalks As Applicable.
- 7. Provide An Elevation Drawing Showing All Views Of Proposed Structures Including Height From Grade.
- 8. Identify The Number Of Units By Type If Residential.
- 9. Provide The Location And Description Of Existing And Proposed Fences And Walls By Type Of Construction And Height.
- 10. Show The Parking Layout With Each Space Numbered And Showing The Location And Size Of All Existing And Proposed Parking Spaces Including a Dedicated Loading Space.
- 11. Indicate How Parking Areas Are Designed To:
  - A. Minimize The Amount Of Paved Surface;
  - B. Screen Residential Uses From Vehicle Headlights;
  - C. Soften The Impact Of Parking Areas On Adjacent Public And Private Spaces Through Landscaping And Screening;
  - D. Promote Energy Conservation Through Vegetation To Shade And Cool Parking Areas.
- 12. Show The Location Of And Indicate How The On-Site Lighting Is Designed So That Light Is Reflected Away From Adjoining Properties And Streets.
- 13. Show The Location Of And Indicate How Undesirable Impacts Produced On The Site, Such As Noise, Glare, Odors, Dust Or Vibrations Are Adequately Screened From Adjacent Properties.
- 14. Show The Location Of And Indicate How Unsightly Exterior Improvements And Features Such As Trash Receptacles, Exterior Vents And Mechanical Devices Will Be Adequately Screened.
- 15. Show The Location Of And Indicate How Storage Areas, Trash Collection Facilities And Noise Generating Equipment Are Located Away From Abutting Residential Districts Or Developments, Or Site-Obscuring Fencing Has Been Provided.
- 16. Indicate The Location And Size Of All Existing And Proposed Easements And Public Rights-Of-Way On And Adjacent To The Property.
- 17. Show All Existing And Proposed Streetscape Improvements.

- \_\_\_ 18. Indicate The Zoning, Location And Description Of Existing Buildings And Uses On Adjacent Properties.
- \_\_\_ 19. The Existing And Proposed Use Of All Structures And The Estimated Number Of Employees.

**SECTION D.**      **LAND USE TABLE REQUIREMENTS** *(to be provided by the Applicant):*

Include A Land Use Table On The Site Plan That Contains The Following Information:

√	<b><u>No.</u></b>	<b><u>Requirement</u></b>
___	1.	The Lot Size
___	2.	A List Of All Existing And Proposed Buildings, Including Covered Patio And Pool Areas, With The Square Footage For Each. For Complex Structures With Curved Walls, Etc., Show Calculations.
___	3.	The Total Square Footage Of All Building And Areas Under Roof.
___	4.	The Total Square Footage Of All Buildings And Areas Under Roof As A Percentage Of Lot Size.
___	5.	A List Of All Areas On The Site That Will Be Disturbed With The Square Footage Of Each.
___	6.	The Total Square Footage Of The Site That Will Be Disturbed.
___	7.	The Total Square Footage Of All Disturbed Areas As A Percentage Of The Lot Size.

**SECTION E.**      **HILLSIDE REQUIREMENTS** *(to be provided by the Applicant):*

**Note:** Developers of properties regulated by the **Hillside** section of the Zoning Ordinance and commercial properties (**CB, CC, and GC zones**) one (1) acre or larger shall provide the following items:

√	<b><u>No.</u></b>	<b><u>Requirement</u></b>
___	1.	Submit A Topographic Survey Prepared By A Registered Land Surveyor Showing Contours At Two-Foot Intervals.
___	2.	Show All Structures, Elevations, And Cross Sections Through The Site And Building At Twenty-Five Foot Intervals Perpendicular To The Slope, Giving The Percentage Of Slope At Each Interval, And Showing Exact Heights Of Structures At Each Contour.
___	3.	Show All Disturbed (Or Graded) Areas And The Proposed Method Of Final Treatment. All Retaining Walls, Showing The Amount Allowed (Per Regulations) And Amount Used.
___	4.	Submit A Landscaping Plan Identifying All Existing Major Trees And Cacti And A Revegetation Plan For All Disturbed Areas.

**SECTION F.**      **REVIEW CRITERIA** (to be completed by the Applicant):

**Complies**  
Yes    no

**Requirement**

- |     |     |     |   |
|-----|-----|-----|---|
| ___ | ___ | 1.  | Public Facilities Can Accommodate The Proposed Development.   |
| ___ | ___ | 2.  | Special Features Of The Site Such As Topography, Vegetation, Wildlife Habitat, Archaeological Sites, Historic Sites, Etc., Have Been Adequately Considered, Analyzed, And Protected.  |
| ___ | ___ | 3.  | The Design And Operating Characteristics Of The Proposed Development Are Reasonably Compatible With Surrounding Development And Land Uses, And Negative Impacts Have Been Sufficiently Minimized.   |
| ___ | ___ | 4.  | Parking Areas And Entrance/Exit Points Have Been Designed To Facilitate Traffic And Pedestrian Safety And Avoid Congestion.   |
| ___ | ___ | 5.  | Parking Areas Will:<br><br>___    A.    Minimize The Amount Of Paved Surface;<br>___    B.    Screen Residential Uses From Vehicle Headlights;<br>___    C.    Soften The Impact Of Parking Areas On Adjacent Public And Private Spaces Though Landscaping And Screening;<br>___    D.    Promote Energy Conservation Through Vegetation To Shade And Cool Parking Areas. |
| ___ | ___ | 6.  | On-Site Lighting Is Designed So That Light Is Reflected Away From Adjoining Properties And Streets.   |
| ___ | ___ | 7.  | Undesirable Impacts Produced On The Site, Such As Noise, Glare, Odors, Dust Or Vibrations Are Adequately Screened From Adjacent Properties.   |
| ___ | ___ | 8.  | The Site Will Be Protected From Undesirable Impacts, Which Are Generated On Abutting Properties Where Possible.   |
| ___ | ___ | 9.  | Unsightly Exterior Improvements And Features Such As Trash Receptacles, Exterior Vents And Mechanical Devices Will Be Adequately Screened.  |
| ___ | ___ | 10. | The Proposed Development Is Compatible With Surrounding Developments And Uses And With The Natural Environment.   |

**SECTION G.**      **COMMENTS** (to be completed by the Applicant):

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**SECTION H.**      **FINDING** (to be completed by Town Staff):

 **SUBMITTAL IS INCOMPLETE:** Additional Information Is Required; See Items Identified Above As Missing Or Incomplete For Specific Details  
Applicant Contacted By: \_\_\_\_\_ Date: \_\_\_\_\_

 **SUBMITTAL IS COMPLETE:**  
Applicant Contacted By: \_\_\_\_\_ Date: \_\_\_\_\_

Date scheduled for Public Hearing before the Planning & Zoning Commission: \_\_\_\_\_

**SECTION I.**      **REVIEW** (to be completed by Town Staff):

Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_

Review Date: \_\_\_\_\_

**SECTION J.**      **ADDITIONAL NOTES:**

1. The Requirements Referred To On This Site Plan Checklist Can Be Found Within The Town of Cave Creek's Zoning Ordinance
2. The Approval Of Any Site Plan Shall Become Void Within One (1) Year (Or Other Period Of Time As Specified At The Time Of Approval) Of The Date Of Approval If Not Exercised. Site Plan Approval Shall Be Considered Exercised When The Use Has Been Established Or When A Building Permit Has Been Issued.
3. The Granting Of Site Plan Approval Does Not Exempt The Developer From Compliance With Other Relevant Provisions Of Related Ordinances
4. A Site Plan Approval Pursuant To These Provisions Shall Run With The Land And Shall Continue To Be Valid Upon A Change Of Ownership Of The Site Or Structure That Was The Subject Of The Application.
5. After Approval Of A Site Plan By The Town Council, Modifications To The Site Plan May Be Approved By The Zoning Administrator, When It Is Determined That The Modifications Are Minor, Such As Minor Dimensional Changes And Building Configurations.
6. Major Modifications To A Previously-Approved Site Plan, Such As Changes In Uses Or Densities, Encroachments Into Required Yards, Or Other Major Changes, Shall Be Reviewed And Approved By The Planning & Zoning Commission And The Town Council Following The Procedure Described In The Applicable Section Of The Zoning Ordinance For The Original Site Plan Review.
7. A "Certificate Of Occupancy" Shall Not Be Issued If The Development Does Not Conform To The Approved Site Plan.
8. Compliance With The Regulations Of This Ordinance In No Way Excuses A Developer From The Applicable Requirements Of The Subdivision Ordinance.

**Discussion Between Town Staff And The Applicant Does Not Bind The Town. The Applicant Should Expect That Additional Issues Will Likely Be Raised By The Town At Later Stages In The Process.**